

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date January 6, 1982		Division of Human Development Energy Assistance Unit - Room 618 Ponce de Leon Ave., N.E. Atlanta, Georgia 30308		Application Number 82-3	
Application Number DHR 82-4				Date Received JAN 7 1982	
				Date Completed FEB 1 1982	
2. Person to Contact		Working Title		Telephone Number	
Fran Buchanan		Director, Energy Assistance Unit		894-5323	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 7/1/79		Latest continuing			
		Energy Assistance Application Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Division of Human Development supervises the Council on Aging, the Units for Energy Assistance, Economic Opportunity, and Transportation, and the Sections for Aging and Child Development.					
The Energy Assistance Unit has the responsibility to help eligible residents of Georgia with home energy costs.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: processing applications (from residents of Georgia) for financial help with home energy costs through Federal grants.					
Included are: form 6000 (Rev. 10-81) [Application for Energy Assistance Program] - a three-part form which shows name and address of applicant; benefits being received by any household member (Supplemental Security Income, Food Stamps, Veteran's benefits); Primary source of income (Social Security, Railroad Retirement, wages, SSI, Public Assistance, self-employment, unemployment insurance, pension, etc); Monthly/Annual income and income level; applicant's phone number, age, sex, ethnic group; number of people in household 60 and older; number of handicapped in household; number of children 5 and under; any member of household housebound; type of fuel used most for household heating (natural gas, LP or bottled gas, electricity, fuel oil, kerosene, coal or coke, wood); Living quarters - rented, owned, or public housing and arrangement for payment of utilities; Energy Supplier name and address, vendor code and account number. Applicant's signature of understanding of Georgia Code Annotated 26-2408 concerning fraudulent statements or claims. Whether or not application is approved or disapproved; signatures of worker and the local agency; application date, date authorized; and date received by EAU.					
(Note: form 6000 (legal size page) [Application for Energy Assistance Program]; form 6001 [Application for ECAP Emergency Assistance]; and form 6012 [Application for Summer Energy Assistance Program] will be discontinued; however, will be included in the first transfer to the State Records Center).					
The State Records Center will: approved applications: numerically by system reference number assigned by Unit -- disapproved applications: numerically by County DFACS agency code.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? approximately 160,000 applications received per year.					
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) approximately 32 cu. ft.					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. records contain client names <i>title XX Administration 228.10</i>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? portions in various county offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? information from application form 6000

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Energy Assistance Office ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,
(Federal - September 30)

Form 6000

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

County Offices

Cut off file at end of each State Fiscal year
(June 30); hold three years; then destroy.

Computer printout

Same cut off period as respective periods
for the Application Files.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Iron Buchanan</i>	12/30/81	<i>Elizabeth Crank</i>	12/30/81
		Elizabeth W. Crank, CRM/RMO State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Carroll Hart</i>	1-12-82
	Secretary of State/Designee	<i>Carroll Hart</i>	1-11-82
	Attorney General/Designee	<i>Henry H. H. H.</i>	1-24-82